

# Submit a Commercialization Plan - SBIR

## 1 Introduction

Part of each proposal submitted to the Department of Energy's (DOE) Small Business Innovation Research/Small Business Technology Transfer (SBIR /STTR) Programs is a Commercialization Plan. This provides the plan for how the proposed technology will commercialized. If the proposal is recommended for funding and awarded, the awarded institution will have the opportunity to update their commercialization following the end of the award.

The purpose of this document is to provide step-by-step instructions for users to follow to submit a Commercialization Plan.

## 2 Prerequisites

Before a user can submit a Commercialization Plan, the following criterion must be met:

- The user has an active external PAMS account.
- The user is the SRO/AO/BO on the award (or has requested privileges to complete the report).
- The user has access to the Submit Progress Report Task.

## 3 Submitting a Commercialization Plan

Use the following steps to submit your post-award Commercialization Plan.

1. Log in to the PAMS External website at: <https://pamspublic.science.energy.gov/webpamsepxternal/login.aspx> (Figure 1).

Figure 1. PAMS External Login

2. PAMS will load the homepage. Click the **Task Tab** at the top menu or **All Tasks link** under Tasks Assigned To You (Figure 2). PAMS will load the Pending Task page.

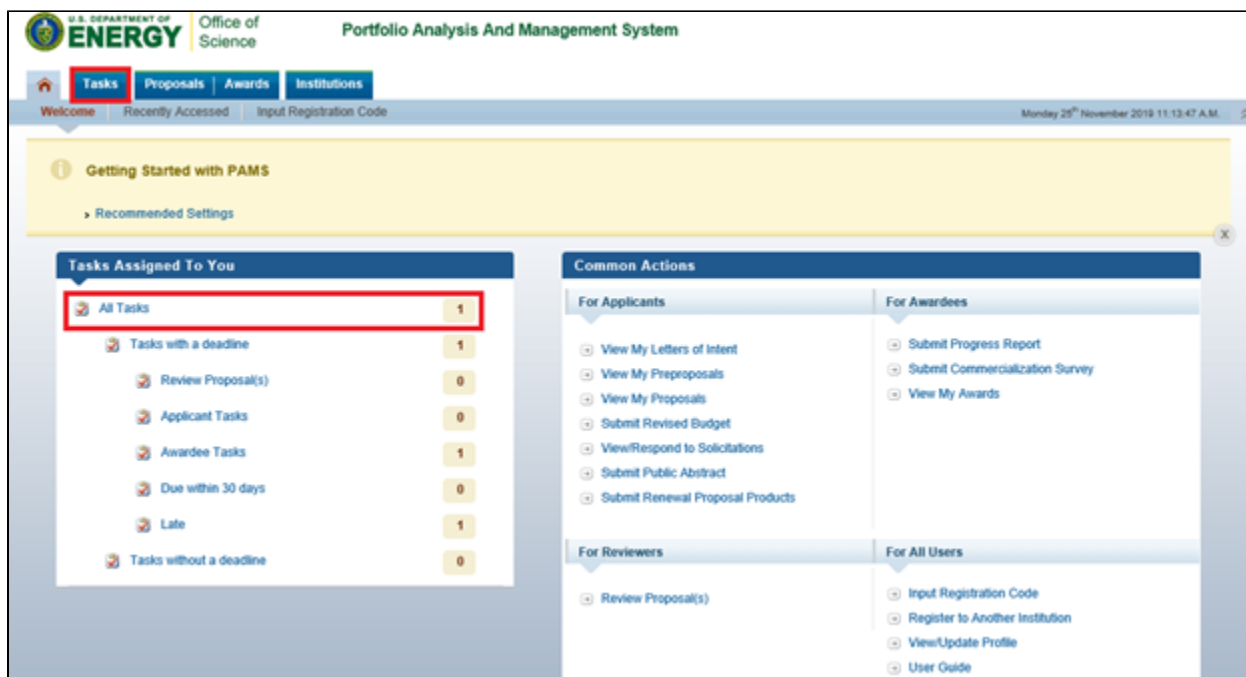


Figure 2. PAMS Homepage – Tasks

3. Locate the tasks you would like to complete, the task to submit your post award Commercialization Plan is designated as a Submit Progress Report task, and click **Edit Progress Report** in the Options column. If necessary, use the filters in the grid or click the **Search** link on the right above the grid to find a proposal (Figure 3).

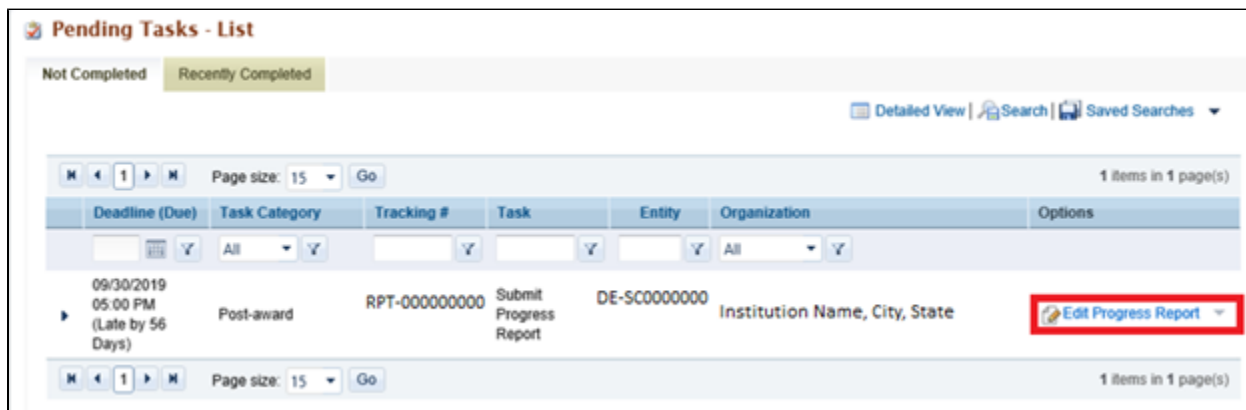


Figure 3. Pending Task List page

4. The Progress Report – Status page will display. There are two sections that must be completed to submit the Commercialization Plan, the Cover Page and the Attachments sections (Figure 4). Click **Update** under the Options column to view the Cover page.

**Note** You may also click **Update** for the Attachments section, go to step 6 below to Update your attachments.

**Progress Report - Status**

This page shows the status of each of a report's sections. The sections are listed in both the left-side navigation menu and in the Progress Report Status section. ([View More](#))

▶ DE-SC0000000: Award Title

▼ Resources [↗](#)

View

[Award Access](#) | [Instructions](#) | [Progress Report Instructions](#)

▶ Progress Report Privileges

Progress Report Status

Section	Status	Options
Cover Page	Complete ✓	 <a href="#">Update</a>
Attachments	Complete ✓	 <a href="#">Update</a>

Figure 4. Progress Report – Status page – Update Cover Page

5. Confirm the information provided on the Cover Page is accurate. Click **Save** or **Save and Continue** to proceed to the next section or click **Go to Previous Section** to return to the Progress Report Status Page (Figure 5).

**Progress Report - Cover Page**

The fields on this page are prepopulated with the exception of the Recipient Award Identification Number field. Under the Choose Action dropdown, select the Save option ([View More](#))

▶ DE-SC0000000: Award Title

▶ Resources [↗](#)

Status: Complete

**Award Information**

Recipient Award Identification Number [\(i\)](#) DE-SC0000000

**Institution Information**

Name	Institution Name
Address	Street Address City, State, Zip
DUNS	000000000

**Principal Investigator Information**

Name	Last Name, First Name
Position/Title of PI	Position Title
Phone Number	Phone Number
Email Address	Email Address
Address	Street Address City, State, Zip Congressional District: 00

[Go to Previous Section](#) [Save](#) [Save and Continue](#)

Figure 5. Progress Report – Cover Page

**Note**

The content on the Cover Page is read only.

6. A Success Message will be display that the Cover Page saved successfully. You are now on the Progress Reports – Attachments page. Click **Attach File** in the Special Reporting Requirements section (Figure 6).

**Progress Report - Attachments**

This section is reserved for Special Reporting Requirements only. You may attach files in this section only if your award document specifically requires them as Special ([View More](#))

✓ **Success:**  
Cover Page saved successfully.

▸ DE-SC0000000: Award Title

▸ **Resources** [↗](#)

**Status:** In Progress

**Note(s):** Progress Reports may only contain attachments if the Reporting Requirements Checklist attached to your award document requires the use of attachments. Attachments that are not required will be disregarded.

▼ **Special Reporting Requirements (Maximum 3)** **Attach File**

No documents attached

[Go to Previous Section](#) [Continue](#) [Mark as Complete](#)

Figure 6. Progress Report – Attachments page – Attach File

7. Click Browse to select the file you want to upload (Figure 7).
8. Select the File you want to upload and click **Open** (Figure 7).

**Progress Report - Attachments**

This section is reserved for Special Reporting Requirements only. You may attach files in this section only if your award document specifically requires them as Special ([View More](#))

✓ **Success:**  
Cover Page saved successfully.

▸ DE-SC0000000: Award Title

▸ **Resources** [↗](#)

**Status:** In Progress

**Note(s):** Progress Reports may only contain attachments if the Reporting Requirements Checklist attached to your award document requires the use of attachments. Attachments that are not required will be disregarded.

▼ **Special Reporting Requirements (Maximum 3)** **Attach File**

No documents attached

[Go to Previous Section](#) [Continue](#) [Mark as Complete](#)

**Choose File to Upload**

« SC Home Drive (H:) » PAMS Search PAMS

Organize New folder

This PC Network

Name Date modified Type

Commercialization Plan 11/25/2019 11:50 ... Adobe

File name: All Files (\*.\*)

**Open** Cancel

**Browse...**

**Document**

Allowable Document Types: docx, doc, pdf, xls, xlsx  
Allowable Document Size: 100 MB

Approximately 1/4 page (Max 500 Characters): 500 Characters left

Description

**Upload** **Cancel**

No documents attached

[Go to Previous Section](#) [Continue](#) [Mark as Complete](#)

Figure 7. Progress Report – Attachments page – File Selection

9. Enter the description of the document you selected and click **Upload** to complete the process of attaching the file (Figure 8).

**Progress Report - Attachments**

This section is reserved for Special Reporting Requirements only. You may attach files in this section only if your award document specifically requires them as Special ([View More](#))

**Success:**  
Cover Page saved successfully.

▶ DE-SC0000000: Award Title

▶ Resources [↗](#)

Status: In Progress

**Note(s):** Progress Reports may only contain attachments if the Reporting Requirements Checklist attached to your award document requires the use of attachments. Attachments that are not required will be disregarded.

▼ Special Reporting Requirements (Maximum 3) Attach File

Document [?](#)  
Allowable Document Types: docx, doc, pdf, xls, xlsx  
Allowable Document Size: 100 MB

H:\PAMS\Commercialization Plan Browse...

Description  
Approximately 1/4 page [?](#) (Max 500 Characters): 489 Characters left  
Description

Upload Cancel

No documents attached

Go to Previous Section Continue Mark as Complete

Figure 8. Progress Report – Attachments page – Upload File

**Note**

By clicking **Update Description** in the Action Menu in the Options column you can update the description of the attached file. You can also delete the file by clicking **Delete**.

10. Once the Commercialization Plan document is uploaded you can click **Mark as Complete** to finalize the section. You can also click **Continue** to the Progress Report – Status page. Clicking **Go to Previous Section** will take you to the Cover Sheet page (Figure 9).

**Progress Report - Attachments**

This section is reserved for Special Reporting Requirements only. You may attach files in this section only if your award document specifically requires them as Special ([View More](#))

▶ DE-SC0013762: Efficient 2-Micron Laser Driver for Laser Acceleration

▶ Resources [↗](#)

Status: In Progress

**Note(s):** Progress Reports may only contain attachments if the Reporting Requirements Checklist attached to your award document requires the use of attachments. Attachments that are not required will be disregarded.

▼ Special Reporting Requirements (Maximum 3) Attach File

Document Name	Size	Date Attached	Description	Options
Commercialization Plan.pdf	33 kB	11/25/2019	Description	Actions ▼

Go to Previous Section Continue Mark as Complete

Figure 9. Progress Report – Attachments page – Mark as Complete

11. A success message will be displayed that the Attachments page has been marked as complete successfully. Once you have updated both sections of the Progress Report, click **Continue** (Figure 10).

**Progress Report - Review**

This page enables you to review all sections of the Progress Report before you submit it to DOE. Under the Options column, click the Views link and the View link to (+ View More)

**Success:**  
The Attachments page has been marked as complete successfully.

DE-SC0000000: Award Title

Resources

Table of Contents Go

View	Section	Type	Options
View: Progress Report			
Progress Report	Cover Page	HTML	Views
Progress Report	Special Reporting Requirements (Commercialization Plan.pdf)	DOCUMENT	Views

Go to Previous Section **Continue**

Figure 10. Progress Report – Review

12. If all sections of the Progress Report are marked as complete and you are ready to submit your post award Commercialization Plan click **Submit** (Figure 11).

**Progress Report - Submit**

From this page, you can submit your Progress Report to DOE. Before submitting, you can click the Update button for the pertinent report section and, if necessary, make (+ View More)

**Warning:**  
Clicking on the "Submit" button will submit the progress report to DOE Office of Science. You will no longer be able to edit the progress report.

DE-SC0000000: Award Title

Resources

Progress Report Privileges

Name	Email	Award Role	Privileges
First Name, Last Name	Email Address	PI,SRO/BO/AO	Privileges

Progress Report Submit

Section	Status	Options
Cover Page	Complete ✓	Update
Attachments	Complete ✓	Update


Go to Previous Section Preview Progress Report PDF **Submit**

Figure 11. Progress Report – Submit


**Note**

You can preview the Progress Report, which consists of your cover page and Commercialization Plan by clicking **Preview Progress Report PDF**.





13. A success message will be displayed that your Progress Report submitted successfully (Figure 12).


**Progress Report - List**

This page lists the Progress Reports that are due and their submission deadlines. If you want to search for a specific Progress Report, click the Search link above the (+ View More)


**Success:**  
 Progress Report submitted successfully.

[Detailed View](#) | 
 [Search](#) | 
 [Saved Searches](#) ▼







1



Page size: 15 ▼ Go

0 items in 1 page(s)

Due In	Submission Deadline	Award Number	Project Title	Tracking Number	Report Title	Status	Options
All ▼	▼	▼	▼	▼	▼	All ▼	▼

No records found.



1



Page size: 15 ▼ Go

0 items in 1 page(s)

Figure 12. Progress Report –List page - Success